

PHA Plans

5 Year Plan for Fiscal Years 2001 - 2005

Annual Plan for Fiscal Year 2001

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN ACCORDANCE WITH
INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

PHA Plan Agency Identification

PHA Name: Eau Claire County Housing Authority

PHA Number: WI193

PHA Fiscal Year Beginning: 01/2001

Public Access to Information

**Information regarding any activities outlined in this plan can be obtained by contacting:
(select all that apply)**

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices

Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices
- ☐ Main administrative office of the local government
- ☐ Main administrative office of the County government
- ☐ Main administrative office of the State government
- ☐ Public library
- ☐ PHA website
- ☐ Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- ☒ Main business office of the PHA
- ☐ PHA development management offices
- ☐ Other (list below)

5-YEAR PLAN
PHA FISCAL YEARS 2001 - 2005

[24 CFR Part 903.5]

A. Mission

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction. (select one of the choices below)

☐ The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.

☒ The PHA's mission is:

The mission of the Eau Claire County Housing Authority is to help provide safe, sanitary, and accessible dwelling accommodations for people of low and moderate income at rents and prices they can afford, and to help arrange the clearance, replanning, and reconstruction of areas in which unsanitary or unsafe housing conditions exist.

B. Goals

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.

☒ PHA Goal: Expand the supply of assisted housing
Objectives:

☐ Apply for additional rental vouchers:

☒ Reduce public housing vacancies:

More intensive counseling in areas of tenant responsibilities, program requirements and expectations, and family goal-setting to reduce unit turnovers by 10% each year

☒ Leverage private or other public funds to create additional housing opportunities:

Two successful housing rehabilitation grant applications to increase supply of decent, affordable housing for owners, renters and purchasers

- ☒ Acquire or build units or developments:
 Sell two scattered-site single-family public housing units per year to occupants,
 and use available sales proceeds to redevelop units to further FSS public
 housing program and public housing/FreshStart projects.
 Expand program into other incorporated areas of the County.
- ☐ Other (list below)
- ☒ PHA Goal: Improve the quality of assisted housing
 Objectives:
- ☐ Improve public housing management: (PHAS score)
- ☐ Improve voucher management: (SEMAP score)
- ☒ Increase customer satisfaction:
 Establish action plan upon completion of HUD resident surveys to address
 areas of concern and/or deficiency
- ☒ Concentrate on efforts to improve specific management functions:
 (list; e.g., public housing finance; voucher unit inspections)
 At least 5% of monthly voucher unit HQS inspections audited within 60 days of
 inspection
 At least 5% of monthly public housing unit inspections audited by independent
 inspector within 60 days of inspection
 Staff review and update policies for Board review as required
- ☒ Renovate or modernize public housing units:
 Comprehensive Improvement Assistance Program (CIAP) renovations and
 modernization to public housing units, as needed.
- ☐ Demolish or dispose of obsolete public housing:
- ☒ Provide replacement public housing:
 See "Acquire or build units or developments" above
- ☐ Provide replacement vouchers:
- ☐ Other: (list below)
- ☒ PHA Goal: Increase assisted housing choices
 Objectives:
- ☒ Provide voucher mobility counseling:
- ☒ Conduct outreach efforts to potential voucher landlords:
 Provide additional information to existing and potential landlords about
 the voucher program and its benefits, including Housing Authority
 participant screening
- ☒ Increase voucher payment standards:
 Increase voucher payment standards to 110% of current FMR
 Request increase to voucher payment standards to 120% of current FMR



Implement voucher homeownership program:

When implemented, offer to 100% of voucher program FSS participants

- ☒ Implement public housing or other homeownership programs:
Implement homestead program activity in addition to public housing
and voucher program homeownership programs.
- ☐ Implement public housing site-based waiting lists:
- ☐ Convert public housing to vouchers:
- ☐ Other: (list below)

HUD Strategic Goal: Improve community quality of life and economic vitality

- ☐ PHA Goal: Provide an improved living environment
Objectives:
 - ☐ Implement measures to deconcentrate poverty by bringing higher income public
housing households into lower income developments:
 - ☐ Implement measures to promote income mixing in public housing by assuring
access for lower income families into higher income developments:
 - ☐ Implement public housing security improvements:
 - ☐ Designate developments or buildings for particular resident groups (elderly,
persons with disabilities)
 - ☐ Other: (list below):

HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals

- ☒ PHA Goal: Promote self-sufficiency and asset development of assisted households
Objectives:
 - ☒ Increase the number and percentage of employed persons in assisted families:
Provide preference for assistance to working families
 - ☒ Provide or attract supportive services to improve assistance recipients'
employability:
Increase number of supportive service agency commitments to FSS program
participants, particularly local business commitments to employ qualified FSS
participants
 - ☒ Provide or attract supportive services to increase independence for the elderly
or families with disabilities:
Solicit supportive service agency commitments for assistance to participating
elderly or families with disabilities.
 - ☒ Other: (list below)
Provide workshop which demonstrates the benefits and results of saving;
investment alternatives, and investment planning

HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans

- ☒ PHA Goal: Ensure equal opportunity and affirmatively further fair housing
Objectives:
- ☒ Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
See “Strategy 2: Conduct activities to affirmatively further fair housing”
 - ☒ Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
Undertake affirmative outreach measures to promote housing assistance programs to persons of protected classes.
 - ☒ Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
 - ☐ Other: (list below)

Other PHA Goals and Objectives: (list below)

Implement more aggressive outreach, administrative, preventative, and monitoring measures to ensure:

Housing assistance and services to the maximum number of lower income beneficiaries required by HUD and possible within PHA resources; See PHA program budgets for details

Service to our participants that warrants and results in achievement of SEMAP and PHAS scores of 100%; See SEMAP and PHAS indicators for details

Increase the number of lower income renters that become owners:

Apply for state funds for purchase down payments, closing costs, and rehabilitation

Implement Section 8 Homeownership Program

Undertake community-wide needs and marketing studies

Annual PHA Plan
PHA Fiscal Year 2001

[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

- ☐ **Standard Plan**
- ☒ **Streamlined Plan:**
- ☒ **High Performing PHA**
- ☐ **Small Agency (<250 Public Housing Units)**
- ☐ **Administering Section 8 Only**
- ☐ **Troubled Agency Plan**

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

The Eau Claire County Housing Authority's Annual Plan examines existing PHA programs and needs, and outlines strategies the PHA will undertake to operate its programs more effectively and better serve its residents. The Plan represents the consolidation of the PHA's operating policies and procedures, including the incorporation of new HUD reform requirements; a description of participating and potential program beneficiaries, their housing, financial, and service needs; and the mechanisms the PHA will utilize to address the identified needs of its lower income residents, taking into account the PHA's limited resources and opportunities.

A major initiative to be undertaken by the Housing Authority is to expand staff outreach to households with lower incomes (particularly households with incomes less than 30% of AMI), households with disabled members, potential landlords, and supportive services needed by assisted families, especially those with special needs, those participating in the Family Self-Sufficiency program, and those having difficulties with housing and job searches.

The Housing Authority will not establish discretionary public housing rent-setting policies, in light of the deposit of the amount of all rent increases due to earned income deposited into FSS participant escrow accounts. The PHA has adopted minimum rent hardship exemption policies and ceiling rent policies.

Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

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Attachments

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

Required Attachments:

- ☒ Attachment A Admissions Policy for Deconcentration
- ☒ Attachment B FY 2001 Capital Fund Program Annual Statement
- ☐ Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
- Attachment C Comments from Local Governments, Local Agencies, and the General Public; Public hearing comments
- Attachment D Implementation of Public Housing Resident Community Service Requirements
- Attachment E Pet Policy
- Attachment F Section 8 Homeownership Capacity Statement

Attachment G Resident Membership on PHA Board of Commissioners
Attachment H Membership of the Resident Advisory Board
Attachment I Statement of Progress in Meeting 5-Year Plan Mission & Goals
Attachment J CFP 5-Year Plan
Attachment K RASS Follow-up Plan

Optional Attachments:

- ☐ PHA Management Organizational Chart
☐ FY 2001 Capital Fund Program 5 Year Action Plan
☐ Public Housing Drug Elimination Program (PHDEP) Plan
☐ Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
☒ Other (List below, providing each attachment name)

Supporting Documents Available for Review

Indicate which documents are available for public review by placing a mark in the “Applicable & On Display” column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Executive Summary of Consolidated Plan for the jurisdiction/s (State) in which the PHA is located [which includes the Analysis of Impediments to Fair Housing Choice (AI) and any additional backup data to support statement of housing needs in the jurisdiction]	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan (TSAP)	Annual Plan: Eligibility, Selection, and Admissions Policies

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies

X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance</i> ; and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
N/A	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
X	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership

N/A	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
N/A	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
N/A	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
X	Other supporting documents (optional) (list individually; use as many lines as necessary): Investments Policy Capitalization Policy Minority- and Female-Owned Business Enterprises (MWBES) Policy Disposition Policy Travel Policy Resident Initiatives Policy Procurement Policy Personnel Policy Financial Management Policies and Procedures Delegation of Authority Minimum Rents and Ceiling Rents Tenant Accounts Receivable Transfers Anti-Drug and Security Pet Policy Community Service Policies & Procedures	(specify as needed) Annual Plan: Operations and Management

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

A. Housing Needs of Families in the Jurisdiction/s Served by the PHA

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	**448	N/A	N/A	N/A	N/A	N/A	N/A
Income >30% but <=50% of AMI	**353	N/A	N/A	N/A	N/A	N/A	N/A
Income >50% but <80% of AMI	**434	N/A	N/A	N/A	N/A	N/A	N/A
Elderly	**358	N/A	N/A	N/A	N/A	N/A	N/A
Families with Disabilities	*459	N/A	N/A	N/A	N/A	N/A	N/A
White not hispanic	**2015	N/A	N/A	N/A	N/A	N/A	N/A
Hispanic	**0	N/A	N/A	N/A	N/A	N/A	N/A
Black	**0	N/A	N/A	N/A	N/A	N/A	N/A
Native American	*15	N/A	N/A	N/A	N/A	N/A	N/A
Asian	*12	N/A	N/A	N/A	N/A	N/A	N/A
Other	0	N/A	N/A	N/A	N/A	N/A	N/A

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- ☐ Consolidated Plan of the Jurisdiction/s
Indicate year:
- ☒ *U.S. Census data: 1990; projected to Year 2001
- ☐ American Housing Survey data
Indicate year:
- ☐ Other housing market study
Indicate year:
- ☒ Other sources: (list and indicate year of information)
**State CHAS Table

*1995 Eau Claire County Housing Plan

*State Division of Housing Year 2001 Population Projections

Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists

State the housing needs of the families on the PHA's waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/>	Section 8 tenant-based assistance		
<input type="checkbox"/>	Public Housing		
<input checked="" type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	57		
Extremely low income <=30% AMI	24	42%	
Very low income (>30% but <=50% AMI)	28	49%	
Low income (>50% but <80% AMI)	5	9%	
Families with children	45	79%	
Elderly families	5	9%	
Families with Disabilities	5	9%	
Nonelderly, Non- disabled families with no children	2	4%	
White	51	89%	
Black	1	2%	
Asian	1	2%	
Native American	0	0%	
Mixed Race	3	5%	
Hispanic	1	2%	
Characteristics by Bedroom Size (Only (Public Housing)			
1BR	N/A		
2 BR	N/A		
3 BR	7	78%	5
4 BR	2	22%	1

Housing Needs of Families on the Waiting List			
5 BR	N/A		
5+ BR	N/A		
<p>Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>If yes: How long has it been closed (# of months)?</p> <p>Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes</p>			

C. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:

Select all that apply

- ☒ Employ effective maintenance and management policies to minimize the number of public housing units off-line
- ☒ Reduce turnover time for vacated public housing units
- ☒ Reduce time to renovate public housing units
- ☐ Seek replacement of public housing units lost to the inventory through mixed finance development
- ☐ Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- ☒ Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- ☒ Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- ☒ Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- ☐ Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- ☒ Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- ☒ Other (list below)
Seek replacement of public housing units lost to the inventory through the sale of units to residents in accordance with the Housing Authority's Homeownership Plan.

Strategy 2: Increase the number of affordable housing units by:

Select all that apply

- ☐ Apply for additional section 8 units should they become available
- ☐ Leverage affordable housing resources in the community through the creation of mixed-finance housing
- ☒ Pursue housing resources other than public housing or Section 8 tenant-based assistance:
Apply for funds for housing rehabilitation of owner, renter and buyer housing
- ☐ Other: (list below)

Need: Specific Family Types: Families at or below 30% of median**Strategy 1: Target available assistance to families at or below 30 % of AMI**

Select all that apply

- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- ☒ Employ admissions preferences aimed at families with economic hardships
Employ admissions preferences aimed at families at or below 30% of AMI for public housing and tenant-based section 8 assistance
- ☒ Adopt rent policies to support and encourage work:
Employ admissions preferences aimed at working families
Increases in household earned income result in deposits to FSS escrow accounts for FSS participants. The adoption of rent policies that prohibit the Housing Authority from collecting these monthly deposits discourages, rather than encourages, household savings. In addition, it removes a valuable incentive for families to participate in the FSS Program. Therefore, the Housing Authority does not intend to adopt such rent policies.
- ☐ Other: (list below)

Need: Specific Family Types: Families at or below 50% of median**Strategy 1: Target available assistance to families at or below 50% of AMI**

Select all that apply

- ☒ Employ admissions preferences aimed at families who are working
- ☐ Adopt rent policies to support and encourage work:
See Strategy 1: Target available assistance to families at or below 30% of AMI
- ☐ Other: (list below)

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- ☐ Seek designation of public housing for the elderly
- ☐ Apply for special-purpose vouchers targeted to the elderly, should they become available
- ☒ Other: (list below)
Seek extension of HUD HOPE for Elderly Independence Program provision of supportive services on a yearly basis until all remaining funds are expended.

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- ☐ Seek designation of public housing for families with disabilities
- ☐ Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- ☐ Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- ☒ Affirmatively market to local non-profit agencies that assist families with disabilities
- ☐ Other: (list below)

Need: Specific Family Types: Races or ethnicities with disproportionate housing needs

Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:

Select if applicable

- ☒ Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- ☐ Other: (list below)

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

- ☒ Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- ☒ Market the section 8 program to owners outside of areas of poverty /minority concentrations



Other: (list below)

In conjunction with annual proclamation and advertisement of “Fair Housing Week”:

- Publication of display ad containing Fair Housing Ordinance information
- Letters explaining Fair Housing to area realtors, lenders and landlords
- Conduct Fair Housing Poster and Essay Contest
- Present Fair Housing concepts as a part of a housing workshop
- Fair Housing display and handouts at the local library

Other Housing Needs & Strategies: (list needs and strategies below)

Implement more aggressive outreach, administrative, preventative, and monitoring measures to assure:

Housing assistance and services to the maximum number of lower income beneficiaries required by HUD and possible within PHA resources; See PHA program budgets for details

Service to our participants that warrants and results in achievement of SEMAP and PHAS scores of 100%; See SEMAP and PHAS indicators for details

Increase the number of lower income renters that become owners:

Apply for state funds for purchase down payments, closing costs, and rehabilitation

Implement Section 8 Homeownership Program

(2) Reasons for Selecting Strategies

Of the factors listed below, select all that influenced the PHA’s selection of the strategies it will pursue:



Funding constraints



Staffing constraints



Limited availability of sites for assisted housing

Especially sites with access to public services; such as, transportation and water and sewer services



Extent to which particular housing needs are met by other organizations in the community



Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA



Influence of the housing market on PHA programs

Over the past few years, a housing shortage has developed in Eau Claire County resulting in a dramatic increase in land/house values and rent costs, especially in the areas of the County closest to employment and supportive services

☐

Community priorities regarding housing assistance

☒

Results of consultation with local or state government

☒

Results of consultation with residents and the Resident Advisory Board

☒

Results of consultation with advocacy groups

☒

Other: (list below)

Identified needs

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2001 grants)		
a) Public Housing Operating Fund	\$ 20,204	
b) Public Housing Capital Fund	\$ 48,856	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$ 610,000	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant—State Pass-through Funds		
i) HOME		
Other Federal Grants (list below)		
--HOPE for Elderly Independence	\$ 15,000	Voucher Program supportive services
2. Prior Year Federal Grants (unobligated funds only) (list below)		
3. Public Housing Dwelling Rental Income	\$ 38,000	Public Housing operations
4. Other income (list below)		
--Interest Earned	\$ 10,000	Public Housing operations
--Public Housing Unit Sales Proceeds	\$ 120,000	Public housing development
4. Non-federal sources (list below)		
--Augusta CDBG administration	\$ 27,600	
Total resources	\$ 889,660	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

(1) Eligibility

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

- ☒ When families are within a certain number of being offered a unit:
Varies dependent upon anticipated available units
- ☐ When families are within a certain time of being offered a unit: (state time)
- ☐ Other: (describe)

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

- ☒ Criminal or Drug-related activity
- ☒ Rental history
- ☒ Housekeeping
- ☒ Other (describe)
Credit history
Prior history while participating in assistance program(s)
Participation in Family Self-Sufficiency Program (required for occupants of all Eau Claire County Housing Authority public housing units to meet HUD minimum FSS program size requirements)

c. ☒ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

d. ☒ Yes ☐ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

e. ☐ Yes ☒ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

(2)Waiting List Organization

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- ☒ Community-wide list
- ☐ Sub-jurisdictional lists
- ☐ Site-based waiting lists
- ☐ Other (describe)

b. Where may interested persons apply for admission to public housing?

- ☒ PHA main administrative office
☐ PHA development site management office
☐ Other (list below)

c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

1. How many site-based waiting lists will the PHA operate in the coming year?

2. ☐ Yes ☐ No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?
If yes, how many lists?

3. ☐ Yes ☐ No: May families be on more than one list simultaneously
If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

- ☐ PHA main administrative office
☐ All PHA development management offices
☐ Management offices at developments with site-based waiting lists
☐ At the development to which they would like to apply
☐ Other (list below)

(3) Assignment

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

- ☐ One
☒ Two
☐ Three or More

b. ☒ Yes ☐ No: Is this policy consistent across all waiting list types?

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

(4) Admissions Preferences

a. Income targeting:

- ☐ Yes ☒ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfers take precedence over new admissions? (list below)

- ☒ Emergencies
☒ Overhoused
☒ Underhoused
☒ Medical justification
If handicapped unit becomes vacant and a family with a disabled member is of an applicable family size so as not to be under- or over housed, and the family wishes the unit to accommodate the disabled family member
☐ Administrative reasons determined by the PHA (e.g., to permit modernization work)
☒ Resident choice: (state circumstances below)
If a family has achieved self-sufficiency under FSS program and wishes to purchase a vacant unit rather than the unit they are currently occupying
☐ Other: (list below)

c. Preferences

1. ☒ Yes ☐ No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If "no" is selected, skip to subsection **(5) Occupancy**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- ☒ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
☒ Victims of domestic violence
☒ Substandard housing
☐ Homelessness
☒ High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- ☒ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☒ Residents who live and/or work in the jurisdiction
- ☒ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- See #4 below
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☒ Other preference(s) (list below)
 - Households containing a disabled member
 - Family Self-Sufficiency Program applicant
 - Overcrowded—more than two people per living/sleeping area
 - Homelessness—Top priority assistance before application of income tiers

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

3 Date and Time—After all other preferences

Former Federal preferences:

- 1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 2 Victims of domestic violence
- 1 Substandard housing
- Homelessness
- 1 High rent burden

Other preferences (select all that apply)

- ☒ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☒ Residents who live and/or work in the jurisdiction
- ☒ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- See #4 below
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes

- ☒ Other preference(s) (list below)
Households containing a disabled member
Family Self-Sufficiency Program applicant
Overcrowded—more than two people per living/sleeping area
Homelessness—Top priority assistance before application of income tiers

4. Relationship of preferences to income targeting requirements:

- ☒ The PHA applies preferences within income tiers
☐ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Occupancy

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- ☒ The PHA-resident lease
☒ The PHA's Admissions and (Continued) Occupancy policy
☒ PHA briefing seminars or written materials
☐ Other source (list)

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- ☒ At an annual reexamination and lease renewal
☒ Any time family composition changes—Proposed addition to household must apply and be approved for occupancy prior to occupancy
☒ At family request for revision
☐ Other (list)

(6) Deconcentration and Income Mixing

a. ☐ Yes ☒ No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

b. ☐ Yes ☒ No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

- ☐ Adoption of site-based waiting lists
If selected, list targeted developments below:

- ☐ Employing waiting list “skipping” to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:
- ☐ Employing new admission preferences at targeted developments
If selected, list targeted developments below:
- ☐ Other (list policies and developments targeted below)
- d. ☐ Yes ☒ No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?
- e. If the answer to d was yes, how would you describe these changes? (select all that apply)
- ☐ Additional affirmative marketing
- ☐ Actions to improve the marketability of certain developments
- ☐ Adoption or adjustment of ceiling rents for certain developments
- ☐ Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- ☐ Other (list below)
- f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)
- ☒ Not applicable: results of analysis did not indicate a need for such efforts
- ☐ List (any applicable) developments below:
- g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)
- ☒ Not applicable: results of analysis did not indicate a need for such efforts
- ☐ List (any applicable) developments below:

B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.

Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

(1) Eligibility

a. What is the extent of screening conducted by the PHA? (select all that apply)

- ☒ Criminal or drug-related activity only to the extent required by law or regulation
- ☐ Criminal and drug-related activity, more extensively than required by law or regulation
- ☒ More general screening than criminal and drug-related activity (list factors below)
 - Termination of housing assistance or eviction from public housing
 - Debt owed to any Housing Authority
 - Known prior eviction due to lease violations
- ☐ Other (list below)

b. ☒ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

c. ☒ Yes ☐ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

d. ☐ Yes ☒ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

- ☐ Criminal or drug-related activity
- ☐ Other (describe below)

(2) Waiting List Organization

a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)

- ☐ None
- ☒ Federal public housing
- ☐ Federal moderate rehabilitation
- ☐ Federal project-based certificate program
- ☐ Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant-based assistance?
(select all that apply)

- ☒ PHA main administrative office
☐ Other (list below)

(3) Search Time

a. ☒ Yes ☐ No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below:

If they submit documentation that they have conducted an extensive housing search, but have been unable to locate a suitable unit within the 60-day period, and it is deemed that it is likely that they will be able to find a suitable unit if granted an extension

If an extension is needed as a reasonable accommodation for a family containing a disabled member

In cases of family emergency, per the discretion of the executive director (i.e., sole adult member is unable to conduct housing search due to medical incapacity)

(4) Admissions Preferences

a. Income targeting

☐ Yes ☒ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

The PHA plans to request a waiver from the local HUD office to target less than 75% of new admissions to families at or below 30% of AMI

b. Preferences

1. ☒ Yes ☐ No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- ☒ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
☒ Victims of domestic violence
☒ Substandard housing
☐ Homelessness
☒ High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- ☒ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☒ Residents who live and/or work in your jurisdiction
- ☒ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- See #6 below
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☒ Other preference(s) (list below)
 - Households containing a disabled member
 - Family Self-Sufficiency Program applicant
 - Overcrowded—more than two people per living/sleeping area
 - Homelessness—Top priority assistance before application of income tiers
 - Households in need of HOPE for Elderly Independence supportive services—
 - Top priority assistance before application of income tiers

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

- 3 Date and Time—After all other preferences

Former Federal preferences

- 1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 2 Victims of domestic violence
- 1 Substandard housing
- Homelessness
- 1 High rent burden

Other preferences (select all that apply)

- ☒ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☒ Residents who live and/or work in your jurisdiction
- ☒ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- See #6 below
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes

- ☒ Other preference(s) (list below)
Households containing a disabled member
Family Self-Sufficiency Program applicant
Overcrowded—more than two people per living/sleeping area
Homelessness—Top priority assistance before application of income tiers
Households in need of HOPE for Elderly Independence supportive services—
Top priority assistance before application of income tiers

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

- ☒ Date and time of application
☐ Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for “residents who live and/or work in the jurisdiction” (select one)

- ☒ This preference has previously been reviewed and approved by HUD
☐ The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

- ☒ The PHA applies preferences within income tiers
☐ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Programs

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

- ☒ The Section 8 Administrative Plan
☒ Briefing sessions and written materials
☐ Other (list below)

b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?

- ☒ Through published notices
☒ Other (list below)
Through brochures and other agency case managers working with potential special-purpose section 8 program families

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

(1) Income Based Rent Policies

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

- ☒ The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

- ☐ The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

- ☐ \$0
☐ \$1-\$25
☒ \$26-\$50

2. ☒ Yes ☐ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below:

See Public Housing Admissions & Continued Occupancy Policies

c. Rents set at less than 30% than adjusted income

1. ☐ Yes ☒ No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

- ☐ For the earned income of a previously unemployed household member
- ☒ For increases in earned income
Only applicable for family-self-sufficiency participants, whose addition(s) to monthly income are due to increases in earned income; increases in monthly amounts paid to the Housing Authority are deposited into the families' FSS escrow accounts rather than being applied toward their rent
- ☐ Fixed amount (other than general rent-setting policy)
If yes, state amount/s and circumstances below:
- ☐ Fixed percentage (other than general rent-setting policy)
If yes, state percentage/s and circumstances below:
- ☐ For household heads
- ☐ For other family members
- ☐ For transportation expenses
- ☐ For the non-reimbursed medical expenses of non-disabled or non-elderly families
- ☐ Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)

- ☒ Yes for all developments
Only applicable for one-year duration of household maintaining self-sufficiency; only if household submits a letter of intent to purchase public housing unit and is in the process of obtaining first mortgage financing
- ☐ Yes but only for some developments
- ☐ No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

- ☒ For all developments
- ☐ For all general occupancy developments (not elderly or disabled or elderly only)
- ☐ For specified general occupancy developments
- ☐ For certain parts of developments; e.g., the high-rise portion
- ☐ For certain size units; e.g., larger bedroom sizes
- ☐ Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

- ☐ Market comparability study
- ☒ Fair market rents (FMR)
- ☐ 95th percentile rents
- ☐ 75 percent of operating costs
- ☐ 100 percent of operating costs for general occupancy (family) developments
- ☐ Operating costs plus debt service
- ☐ The "rental value" of the unit
- ☐ Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- ☐ Never
- ☒ At family option
- ☐ Any time the family experiences an income increase
- ☒ Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)
\$500 per year
- ☒ Other (list below)
Anytime the family wishes to add a person to the household

g. ☐ Yes ☒ No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

All public housing residents are FSS Program participants; FSS escrow accounts are established, as applicable, for participating families

(2) Flat Rents

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- ☒ The section 8 rent reasonableness study of comparable housing
- ☐ Survey of rents listed in local newspaper
- ☐ Survey of similar unassisted units in the neighborhood
- ☐ Other (list/describe below)

B. Section 8 Tenant-Based Assistance

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Payment Standards

Describe the voucher payment standards and policies .

a. What is the PHA's payment standard? (select the category that best describes your standard)

- ☐ At or above 90% but below 100% of FMR
- ☐ 100% of FMR
- ☒ Above 100% but at or below 110% of FMR
- ☒ Above 110% of FMR (if HUD approved; describe circumstances below)
PHA will request increase to 120% of FMR from local HUD office

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

- ☐ FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☐ The PHA has chosen to serve additional families by lowering the payment standard
- ☐ Reflects market or submarket
- ☐ Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

- ☒ FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☒ Reflects market or submarket
- ☒ To increase housing options for families
- ☒ Other (list below)
Families experience difficulties finding units that cost less than 40% of their monthly incomes

d. How often are payment standards reevaluated for adequacy? (select one)

- ☒ Annually
- ☐ Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

☒ Success rates of assisted families

☒ Rent burdens of assisted families

☒ Other (list below)

Number and percentage of units selected by families that are determined to be suitable as assisted units; i.e., ability to meet HQS

Number of families unable to find suitable housing that costs less than 40% of monthly income

(2) Minimum Rent

a. What amount best reflects the PHA's minimum rent? (select one)

☐ \$0

☐ \$1-\$25

☒ \$26-\$50

b. ☒ Yes ☐ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

See Section 8 Administrative Plan

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

☐ An organization chart showing the PHA's management structure and organization is attached.

☒ A brief description of the management structure and organization of the PHA follows:

The Housing Authority is governed by a five-person Board of Commissioners. Staff includes an executive director, two eligibility specialists (1.75 FTE), an FSS service coordinator, and an office associate. The Housing Authority contracts for the following services on an ongoing basis: legal, architectural, maintenance, vacant unit cleaning, and housing rehabilitation inspection

B. HUD Programs Under PHA Management

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	17	6
Section 8 Vouchers	176	50
Section 8 Certificates	4	0
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs (list individually)		

C. Management and Maintenance Policies

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

(1) Public Housing Maintenance and Management: (list below)

- Maintenance Policies and Procedures
- Cleaning Policies and Procedures
- Admissions and Continued Occupancy
- Investments Policy
- Capitalization Policy
- Minority- and Female-Owned Business Enterprises (MWBEs) Policy
- Disposition Policy
- Travel Policy
- Resident Initiatives Policy
- Procurement Policy
- Personnel Policy
- Financial Management Policies and Procedures
- Delegation of Authority
- Pet Policy
- Community Service Policy & Procedures

(2) Section 8 Management: (list below)

Section 8 Administrative Plan

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8-Only PHAs are exempt from sub-component 6A.

A. Public Housing

1. ☐ Yes ☒ No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

- ☒ PHA main administrative office
☐ PHA development management offices
☐ Other (list below)

B. Section 8 Tenant-Based Assistance

1. ☐ Yes ☒ No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

- ☒ PHA main administrative office
☐ Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

A. Capital Fund Activities

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

(1) Capital Fund Program Annual Statement

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

☒ The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment A Capital Fund Program Annual Statement, Parts I, II, and III

-or-

☐ The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

(2) Optional 5-Year Action Plan

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.

a. ☐ Yes ☒ No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund?
(if no, skip to sub-component 7B)
No projects are planned that will exceed \$25,000

b. If yes to question a, select one:

☐ The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name

-or-

☐ The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

- ☐ Yes ☒ No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)
- b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)
1. Development name:
 2. Development (project) number:
 3. Status of grant: (select the statement that best describes the current status)
 - ☐ Revitalization Plan under development
 - ☐ Revitalization Plan submitted, pending approval
 - ☐ Revitalization Plan approved
 - ☐ Activities pursuant to an approved Revitalization Plan underway
- ☐ Yes ☒ No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?
- If yes, list development name/s below:
- ☐ Yes ☒ No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?
- If yes, list developments or activities below:
- Public housing sales proceeds are combined with state FreshStart (HOME) and CDBG funds to develop non-public housing units sold to LMI first-time homebuyers
- ☒ Yes ☐ No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?
- If yes, list developments or activities below:
- Replace public housing units sold to self-sufficient residents with sales proceeds

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1. ☐ Yes ☒ No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”, skip to component 9; if “yes”, complete one activity description for each development.)

2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 9. If “No”, complete the Activity Description table below.)

Demolition/Disposition Activity Description
1a. Development name:
1b. Development (project) number:
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>
5. Number of units affected:
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:

9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities

[24 CFR Part 903.7 9 (i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

1. ☐ Yes ☒ No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.

Designation of Public Housing Activity Description
1a. Development name:
1b. Development (project) number:
2. Designation type: Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA's Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected:
7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act

1. ☐ Yes ☒ No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 11. If "No", complete the Activity Description table below.

Conversion of Public Housing Activity Description
1a. Development name:
1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway

5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)

- ☐ Units addressed in a pending or approved demolition application (date submitted or approved: _____)
- ☐ Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: _____)
- ☐ Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: _____)
- ☐ Requirements no longer applicable: vacancy rates are less than 10 percent
- ☐ Requirements no longer applicable: site now has less than 300 units
- ☐ Other: (describe below)

B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937

C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1. ☒ Yes ☐ No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

- ☐ Yes ☒ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

Public Housing Homeownership Activity Description (Complete one for each development affected)
1a. Development name: Not applicable—scattered one- and two-family sites 1b. Development (project) number: WI39-P193-003, 004 & 005
2. Federal Program authority: <input type="checkbox"/> HOPE I <input checked="" type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input checked="" type="checkbox"/> Submitted, pending approval – Advised by field office staff to proceed according to Plan <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (07/11/1997)
5. Number of units affected: 23 original units 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

B. Section 8 Tenant Based Assistance

1. ☒ Yes ☐ No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to component 12; if “yes”, describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

☒ Yes ☐ No: Will the PHA limit the number of families participating in the section 8 homeownership option?

Family must be successfully participating in the FSS program.

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- ☐ 25 or fewer participants
☒ 26 - 50 participants
☐ 51 to 100 participants
☐ more than 100 participants

b. PHA-established eligibility criteria

☒ Yes ☐ No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria? If yes, list criteria below:

Family must achieve self-sufficiency under FSS before purchase

Housing Voucher Program eligibility and obligations criteria

Must be first-time homebuyer (No ownership interest in last 3 years)

One adult member must be employed full-time for at least one year

Family did not previously receive homeownership assistance and defaulted on mortgage

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8-Only PHAs are not required to complete sub-component C.

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

☒ Yes ☐ No: Has the PHA entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?
If yes, what was the date that agreement was signed? 10/11/00

2. Other coordination efforts between the PHA and TANF agency (select all that apply)

- ☒ Client referrals
☒ Information sharing regarding mutual clients-for rent determinations & otherwise
☒ Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
☐ Jointly administer programs
☐ Partner to administer a HUD Welfare-to-Work voucher program

- ☐ Joint administration of other demonstration program
- ☐ Other (describe)

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

- ☐ Public housing rent determination policies
- ☒ Public housing admissions policies
- ☒ Section 8 admissions policies
- ☐ Preference in admission to section 8 for certain public housing families
- ☐ Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- ☐ Preference/eligibility for public housing homeownership option participation
- ☐ Preference/eligibility for section 8 homeownership option participation
- ☐ Other policies (list below)

b. Economic and Social self-sufficiency programs

- ☐ Yes ☒ No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If “yes”, complete the following table; if “no” skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use.)

Family Self-Sufficiency Program only; See sub-component 2

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2001 Estimate)	Actual Number of Participants (As of: 09/01/2000)
Public Housing	14*	17
Section 8	31**	38

*23 original units minus 9 families achieved self-sufficiency since 10/21/98

**36 incremental FSS vouchers minus 5 families achieved self-sufficiency since 10/21/98

- b. ☐ Yes ☐ No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?
If no, list steps the PHA will take below:

Not applicable

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)

- ☒ Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
- ☒ Informing residents of new policy on admission and reexamination
- ☒ Actively notifying residents of new policy at times in addition to admission and reexamination.
- ☒ Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- ☒ Establishing a protocol for exchange of information with all appropriate TANF agencies
- ☐ Other: (list below)

D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

A. Need for measures to ensure the safety of public housing residents

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

- ☐ High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- ☐ High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- ☐ Residents fearful for their safety and/or the safety of their children
- ☐ Observed lower-level crime, vandalism and/or graffiti
- ☐ People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- ☒ Other (describe below)
Inform residents of neighborhood organizations and activities

2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents (select all that apply).

- ☒ Safety and security survey of residents
- ☐ Analysis of crime statistics over time for crimes committed "in and around" public housing authority
- ☐ Analysis of cost trends over time for repair of vandalism and removal of graffiti
- ☐ Resident reports
- ☐ PHA employee reports
- ☐ Police reports
- ☐ Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- ☐ Other (describe below)

3. Which developments are most affected? (list below)

All developments are affected

B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

- ☐ Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- ☐ Crime Prevention Through Environmental Design
- ☐ Activities targeted to at-risk youth, adults, or seniors
- ☐ Volunteer Resident Patrol/Block Watchers Program
- ☒ Other (describe below)
Inform residents of neighborhood organizations and activities

2. Which developments are most affected? (list below)

All developments are affected

C. Coordination between PHA and the police

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- ☐ Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- ☒ Police provide crime data to housing authority staff for analysis and action
- ☐ Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- ☐ Police regularly testify in and otherwise support eviction cases
- ☐ Police regularly meet with the PHA management and residents
- ☐ Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- ☐ Other activities (list below)

3. Which developments are most affected? (list below)

All developments are affected

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2001 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- ☐ Yes ☒ No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- ☐ Yes ☒ No: Has the PHA included the PHDEP Plan for FY 2001 in this PHA Plan?
- ☐ Yes ☒ No: This PHDEP Plan is an Attachment. (Attachment Filename: ____)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

See Attachment E

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. ☒ Yes ☐ No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?
(If no, skip to component 17.)
2. ☒ Yes ☐ No: Was the most recent fiscal audit submitted to HUD?
3. ☐ Yes ☒ No: Were there any findings as the result of that audit?
4. ☐ Yes ☐ No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain? _____
5. ☐ Yes ☐ No: Have responses to any unresolved findings been submitted to HUD?
If not, when are they due (state below)?

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component. High performing and small PHAs are not required to complete this component.

1. ☐ Yes ☒ No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)
 - ☒ Not applicable
 - ☐ Private management
 - ☐ Development-based accounting
 - ☐ Comprehensive stock assessment
 - ☐ Other: (list below)
3. ☐ Yes ☒ No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. ☒ Yes ☐ No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)

☐ Attached at Attachment

☒ Provided below:

The only comment from the Resident Advisory Board was that Homelessness should be an admissions preference for the Housing Authority's Public Housing and Section 8 Programs ["Former Federal preferences", 3 A (4) 2, page 16, and 3 B (4) 2, page 21]. Staff advised the Board that Homelessness is not an admissions preference because the Housing Authority has incremental units designated for use by homeless families. The Resident Advisory Board requested that a comment be added to inform readers of this fact.

3. In what manner did the PHA address those comments? (select all that apply)

☒ Considered comments, but determined that no changes to the PHA Plan were necessary. **See explanation below**

☐ The PHA changed portions of the PHA Plan in response to comments
List changes below:

☐ Other: (list below)

Upon further review of the Annual Agency Plan, staff notes that this issue is addressed in the paragraphs following the above citations under "Other preferences" (pages 17 and 22), as follows: "Homelessness—Top priority assistance before application of income tiers".

B. Description of Election process for Residents on the PHA Board

1. ☐ Yes ☒ No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)

2. ☐ Yes ☒ No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

a. Nomination of candidates for place on the ballot: (select all that apply)

- ☐ Candidates were nominated by resident and assisted family organizations
- ☐ Candidates could be nominated by any adult recipient of PHA assistance
- ☒ Self-nomination-candidates registered with the PHA & requested a place on ballot
- ☒ Other: (describe)

All Housing Authority Board members are appointed by the County Board Chairperson and confirmed by the County Board of Supervisors. A resident served on the Housing Authority Board July 1998-July 1999. Requests for applications to the vacated citizen member vacancy were sent to all residents; two applications were received; a resident applicant was appointed in August 1999.

b. Eligible candidates: (select one)

- ☐ Any recipient of PHA assistance
- ☐ Any head of household receiving PHA assistance
- ☒ Any adult recipient of PHA assistance
- ☐ Any adult member of a resident or assisted family organization
- ☐ Other (list)

c. Eligible voters: (select all that apply)

- ☐ All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
 - ☐ Representatives of all PHA resident and assisted family organizations
 - ☒ Other (list)
- County Board Chairperson appointment is confirmed by the County Board

C. Statement of Consistency with the Consolidated Plan

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: State of Wisconsin

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- ☐ The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- ☐ The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- ☒ The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- ☒ Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)

- ☐ See #3 below
☐ Other: (list below)

3. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

PHA activities and goals are consistent with, and supported by, State Housing and Community Development Strategies, as summarized in Part IV. of the State 2000-2005 Consolidated Plan:

State priorities must be broad-based and sensitive to local markets that are both economically and geographically diverse.

Areas of special focus in housing will include promotion of homeownership; rental assistance; and assistance for the homeless and special needs populations, with the highest priority of investment for households at the very low-income level.

The state's general housing priorities will be:

Affordability of housing to all consumers, especially those with severe cost burdens to increase and maintain affordable housing;

Adequate production of new units, including the adequate production of large family and elderly housing activities;

The preservation and increase of the availability of safe, sanitary housing for low- and moderate-income owners and renters, including lead-based paint hazard reduction training and resources;

Housing assistance for special needs groups, including homeless prevention activities, expanding transitional housing programs and increasing emergency shelter operating funds;

The continuance of fairness and accessibility for all housing consumers, including enforcement and compliance with fair housing laws; and

Continued efforts to assist with housing disaster relief.

D. Other Information Required by HUD

Use this section to provide any additional information requested by HUD.

Attachments

Use this section to provide any additional attachments referenced in the Plans.

Attachment A Admissions Policy for Deconcentration

Attachment B FY 2001 Capital Fund Program Annual Statement

**Attachment C Comments from Local Governments, Local Agencies and
the General Public; Public hearing comments**

**Attachment D Implementation of Public Housing Resident Community
Service Requirements**

Attachment E Pet Policy

Attachment F Section 8 Homeownership Capacity Statement

Attachment G Resident Membership on PHA Board of Commissioners

Attachment H Membership of the Resident Advisory Board

Attachment I Statement of Progress in Meeting 5-Year Plan Mission & Goals

Attachment J CFP 5-Year Plan

Attachment K RASS Follow-up Plan

Attachment A

Admissions Policy for Deconcentration

Eau Claire County Housing Authority
Public Housing Program Policy

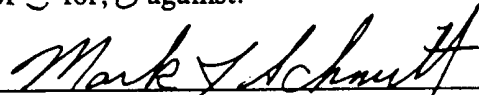
June 17, 1999

DECONCENTRATION

All of the Eau Claire County Housing Authority's Public Housing developments are one- and two-family homes scattered throughout two communities and are operated in conjunction with its Family Self-Sufficiency and Section 5(h) Homeownership Programs. Consequently, there are no concentrations of low-income public housing households; and adjusted tenant incomes currently range from 1% to 70%, reflecting their progression from very-low-income to self-sufficient families.

The Housing Authority Board of Commissioners has determined that the nature of its Public Housing and incentive programs have been successful at achieving a desired level of income mixes and deconcentration; and the implementation of additional policies, measures or incentives are not needed at this time to ensure continued deconcentration.

I hereby certify that the foregoing correctly represents the action taken by the Eau Claire County Housing Authority Board of Commissioners on June 17, 1999, by a vote of 3 for, 0 against.


Mark Schmitt, Chairperson

Attest:


Kay Westekin, Secretary

keh

Attachment B

Capital Fund Program Annual Statement Parts I, II, and III

Annual Statement

Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number WI39-P193-502-01 FFY of Grant Approval: (09/2001)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	\$48,856
3	1408 Management Improvements	
4	1410 Administration	
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	Amount of Annual Grant (Sum of lines 2-19)	\$48,856
21	Amount of line 20 Related to LBP Activities	\$0
22	Amount of line 20 Related to Section 504 Compliance	\$0
23	Amount of line 20 Related to Security	\$0
24	Amount of line 20 Related to Energy Conservation Measures	\$0

Annual Statement**Capital Fund Program (CFP) Part II: Supporting Table**

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
WI39-P193- 003/004/005	Operations	1406	\$48,856

Annual Statement**Capital Fund Program (CFP) Part III: Implementation Schedule**

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
WI39-P193- 003/004/005	03/31/2003	10/31/2003

**Comments from Local Governments, Local Agencies
and the General Public; Public Hearing Comments**

No comments were received from local governments, local agencies, or the general public. No comments were received at the public hearing.

Implementation of Public Housing Resident Community Service Requirements

Each non-exempt adult resident of the PHA shall, for each month (any 30 consecutive days) that the resident is of non-exempt status, contribute 8 hours per month of community service, participate in an economic self-sufficiency program for 8 hours per month; or perform 8 hours per month of combined activities (community service and economic self-sufficiency).

Community service may include such activities as: 1) volunteer work for a local library, school, hospital, homeless shelter, shelter for victims of domestic violence, Habitat for Humanity, HeadStart, and Parks & Recreation Departments; 2) work with youth organizations or after-school youth programs; 3) help neighborhood groups on special projects; 4) assist with literacy or self-esteem programs; 5) distribute food at a food bank; 5) assist in a senior center or program providing elderly families with information, transportation, meals, etc. Community service activities **may not** include political activity, be substituted for work ordinarily performed by PHA employees, or replace a job where residents perform activities.

The PHA will administer the community service program. The FSS Service Coordinator will approve and monitor community service and self-sufficiency programs selected by residents and confirm residents' participation by means of annual third-party certification submitted by the resident. The PHA will develop a directory of eligible activities from which residents may select, and will ensure that all approvable activities are accessible for persons with disabilities.

By distributing this policy to all public housing residents, the PHA will notify all residents, prior to full implementation, of the provisions of the community service requirement, the process for claiming status as an exempt person, the process for determining any changes to the exempt or nonexempt status, and the verification required by the PHA. The PHA shall also identify the family members who are subject to the service requirement, and the family members who are exempt persons. Current residents will be notified following adoption of the Community Service Policy by the PHA Board, and leases containing the community service requirement provisions will be signed by all residents prior to January 1, 2001, the effective date of this policy. New residents will be notified during the FSS briefing prior to public housing occupancy.

The PHA shall document exemptions in residents' files. The PHA will re-verify exemptions annually. Residents and applicants who demonstrate general eligibility criteria as elderly (62 years or older), blind or disabled or primarily caretakers of such do not have to provide any additional verification. However, disabled persons wishing to be exempt also have to self-certify that they are unable to participate in the service requirement due to the nature of their disability. The PHA will permit residents to change exemption status during the year if status changes.

The PHA and Department of Human Services will coordinate assistance; streamline processes to collect, verify and provide information; and verify participant fraud and program compliance.

If a resident has not complied with the community service requirement, the PHA shall notify the resident of such noncompliance. The written notification will describe the noncompliance; and state that, unless the resident enters into an agreement to cure the noncompliance and comply with the community service requirement, the resident's lease will not be renewed. Continued noncompliance will result in eviction of the entire family, unless the noncompliant family member is no longer a part of the household. The

determination of noncompliance is subject to the administrative grievance procedure under the PHA's Grievance Procedures.

Pet Policy

Public housing residents are permitted to have pets in their unit if the resident maintains each pet responsibly in accordance with applicable State and local laws and the PHA's Pet Policy. PHA Pet Policies are not applicable to animals who assist persons with disabilities.

Before a pet shall be permitted onto the public housing premises:

- a) the pet must be approved, in writing, by the PHA executive director;
- b) the pet owner must sign a Pet Agreement and a new lease that incorporates the provisions of the PHA Pet Policy;
- c) the pet owner must submit:
 - a. an inoculation certificate that also states that the pet has no communicable disease(s) and is pest-free
 - b. information sufficient to identify the pet;
 - c. the name, address, and phone number of two responsible parties who will care for the pet if the pet owner is unable to care for the pet
 - d. documentation that dogs and cats have been spayed or neutered
 - e. current license for the pet in compliance with local ordinances and requirements

The types of pets that will be allowed include cats, dogs, fish, rodents (rabbit, guinea pig, hamster, or gerbil ONLY), and turtles. Birds or reptiles (except turtles) are not allowed. Pets which are not owned by a tenant will not be allowed.

Pet owners are responsible to care for pets as necessary to protect the condition of the unit and premises, and to protect the health or safety of others. Pet owners must pay all expenses incurred by the PHA as the result of damages directly attributable to the presence of the pet.

The pet owner shall take adequate precautions to eliminate pet odors and to maintain the unit and premises in a sanitary condition at all times. A charge of \$20 per occurrence will be assessed against the resident to cover the cost of waste removal.

The pet owner shall be required to pay a \$300 refundable deposit, which may be paid with an initial payment of \$50 prior to the date the pet is allowed in the public housing unit and monthly payments of at least \$10 until the \$300 deposit is paid in full. The PHA shall refund the unused portion of the pet deposit to the tenant within a reasonable time after the tenant moves from the public housing unit or no longer owns or keeps a pet in the dwelling unit, whichever occurs first.

When outside of the unit, dogs and cats must be appropriately and effectively restrained and under the control of the pet owner at all times. Pet owners must control the noise of pets to prevent the disruption of other residents' peaceful enjoyment of their housing unit or premises.

If a determination is made that a pet owner has violated the Pet Policy, written notice will be served in accordance with PHA administrative and grievance policies.

Section 8 Homeownership Capacity Statement

The PHA's Section 8 Homeownership Program will employ the provision establishing a minimum homeowner downpayment requirement of at least three percent and requiring that at least one percent of the downpayment come from the family's resources.

Resident Membership on PHA Board of Commissioners

Steve Szydel was appointed to replace an existing resident member of the PHA Board of Commissioners in August 1999. He was appointed by the Eau Claire County Board Chairperson (confirmed by the Eau Claire County Board of Supervisors) to complete the rest of the previous member's five-year term, which expires in April 2002.

Membership of the Resident Advisory Board

The following persons have been appointed to the Eau Claire County Housing Authority's Resident Advisory Board for the purpose of reviewing the commenting on the Housing Authority's One- and Five-Year Agency Plans for the Years 2001-2005:

Public Housing Residents

Zita Sires
Faith Opelt
Steve Szydel

Section 8 Clients

Robert Nelson
Carrol Fritzler
Cheri George

Statement of Progress in Meeting 5-Year Plan Mission & Goals

Reduce public housing vacancies

Progress-PHA exceeded 10 % goal to date—20% reduction first 9 months 2000 compared to first 9 months of 1999

Two successful housing rehabilitation grant applications

Progress-One CDBG application granted for housing rehabilitation in the City of Altoona

Sell two public housing units per year to occupants & use funds for redevelopment

Progress-Two units sold to date in 2000; funds used for additional FreshStart project

Improve PHA management

Progress-Capital fund repairs, improvements & inspections; resident survey regarding PHA services and repairs

Increase assisted housing choices

Progress-PHA has increased outreach efforts and follow-up to increase lease-up success; PHA will increase payment standards to 110% of HUD 2001 FMRs and request increase to 120%; and PHA plans to implement Section 8 Homeownership Program

Promote self-sufficiency and asset development of assisted households

Progress-PHA has increased outreach efforts to FSS supportive service agencies, provides a preference for working families, and offers workshops including financial planning

Ensure equal opportunity and affirmatively further fair housing

Progress--PHA counsels families and markets to owners for units outside of areas of poverty or minority concentration; in conjunction with an annual proclamation and advertisement of "Fair Housing Week", the PHA publishes a display ad containing Fair Housing Ordinance information; sends letters explaining Fair Housing to area realtors, lenders and landlords; conducts a Fair Housing Poster and Essay Contest; present a Fair Housing concepts as a part of a housing workshop; and displays a Fair Housing poster and handouts at the local library

Implement more aggressive outreach, administrative, preventative, and monitoring measures

Progress—As noted above and evidenced by the contents of the PHA Annual Plan, the PHA has implemented strategies to improve in these areas

PHA definition of significant amendments or modifications/substantial deviations of activities from previously approved 5-year plan

1. Changes to rent or admissions policies or organization of the waiting list;
2. Additions of non-emergency work items (items not included in the current Annual Statement or 5-year action plan) or change in use of replacement reserve funds under the Capital Fund; or
3. Any change with regard to demolition or disposition, designation, homeownership programs or conversion activities.

CFP 5-Year Plan

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
Description of Needed Physical Improvements or Management Improvements			Estimated Cost
With regard to usage of FFY 2002-2005 grant, the PHA does not anticipate that any work item will cost equal to or greater than \$25,000			
Total estimated cost over next 5 years			

RASS Follow-up Plan

Maintenance and Repair Section

The new formula-allocated capital funds has allowed the PHA to address many repairs and unit improvements that were not previously affordable with the limited operating funds available to the PHA. Residents have been consulted and involved throughout the inspection, contracting, and repair processes.

Safety Section

The PHA installed bolt locks on all public housing exterior doors, using its new capital fund allocation. The PHA obtained information about neighborhood watch groups in the communities where public housing units are located and distributed this information to residents.

Services Section

In July, the PHA surveyed the residents for comments and suggestions regarding PHA services. Only one positive response was received.